

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
MINUTES
July 26, 2021, at 4:00pm
VIRTUAL MEETING

Present: Bernice Baran, Peter Berry, Nancy Kolb, and Robert Whittlesey
Also Present: Kelley Cronin
Attending: Fran Arsenault, Fred Kirch, Melissa Wingfield, and Lisa Franklin

Mr. Whittlesey called the meeting to order at 4:01 PM via a virtual meeting platform with no Board members in physical attendance and broadcasted via Zoom virtual meeting platform.

- I. Ms. Kolb read the rules of the remote meeting and Mr. Whittlesey conducted a roll call for attendance with all Board members being present. The Board reviewed the minutes of the June 29, and January 14, 2021, meetings. Ms. Kolb made a motion, which was seconded by Ms. Baran to;

Approve the minutes of the regular meetings for June 29, 2021, and January 14, 2021.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye
Nancy Kolb: Aye
Robert Whittlesey: Aye
Peter Berry: Aye

The motion was approved.

II. New Business

Ms. Kolb welcomed the Select Board liaison to the Acton Housing Authority (AHA), Fran Arsenault. Ms. Arsenault told the Board that she had a real interest in housing. Ms. Arsenault said she had been a realtor for years and believed the work of the AHA was valuable and she is looking forward to working with the Board.

Ms. Cronin gave an update on the Main Street project and discussed the Project Eligibility Letter from the State Department of Housing and Community Development (DHCD). Mr. Berry raised concerns about the DHCD appraisal valuing the property at \$875,000 and not the \$1,000,000 purchase price. Ms. Cronin said she was forwarding the PEL and appraisal to the Town Manager but that it was her understanding that the costs of getting the permit were added to the appraised cost and that would bring the total valuation to \$1,000,000. Ms. Cronin said the next step was to apply for the comprehensive permit, which would be done in August, and then there would be a zoning hearing in September. The Board discussed the positive feedback the project received at the community meeting and Mr. Berry mentioned making sure the lighting designer was aware of the dark skies’ bylaw.

Mr. Berry updated the Board on the Climate Mobilization efforts in Acton and his participation in the meetings. He let the Board know that an AHA seat was being put on the committee. Ms. Kolb made a motion, which was seconded by Mr. Whittlesey to;

Appoint Mr. Berry to the AHA seat on the Climate Advisory Committee.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye
Nancy Kolb: Aye
Robert Whittlesey: Aye
Peter Berry: Aye

The motion was approved.

Ms. Cronin reviewed the results of a tenant survey regarding what residents would like to see done to improve the community spaces at Windsor Green through the State grant received. Ms. Cronin said DHCD had created a work order and solicited a price proposal from a designer, Allen & Major, to work on the Creative Place Making Initiative. Ms. Kolb made a motion, which was seconded by Ms. Baran to;

Approve the work order for \$12,300 with Allen & Major to design the Creative Place Making Initiative project #002082 at Windsor Green.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye
Nancy Kolb: Aye
Robert Whittlesey: Aye
Peter Berry: Aye

The motion was approved.

Ms. Cronin let the Board know that the Town Manager had requested she present the rent request for the Local Initiative Program to the Board of Selectmen for approval. Ms. Cronin explained that a tenant had moved out of a unit and the rent had to be set to advertise the unit. The AHA has not raised the rents since 2016 due to one of the tenants not having a subsidy and not having enough of an increase in income to cover a higher rent. The LIP regulations set rents at what is affordable to a household earning 80% of the area median family income adjusted for household size. DHCD has approved setting the rent at the 2019 rents prior to COVID. Ms. Cronin let the Board know that the Select Board would also appoint the tenant member to the AHA Board at the August 16th meeting.

III. Executive Director Update

Ms. Cronin presented the Budget Revision the fee accountant prepared to accept the Resident Services Coordinator grant from DHCD. The grant is for \$50,000 and runs July 1, 2021-June 30, 2022. The AHA budget year is the same as the calendar year, so the revision is for \$25,000 for the rest of our fiscal year. Ms. Kolb made a motion, which was seconded by Mr. Whittlesey to;

Approve the operating budget revision as presented for Program 400-1 showing total revenue of \$517,480 and total expenses of \$964,704 thereby requesting a subsidy of \$453,883.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye
Nancy Kolb: Aye
Robert Whittlesey: Aye
Peter Berry: Aye

The motion was approved.

IV. Old Business

Ms. Baran updated the Board on Acton Community Housing Corporation was looking at getting involved in fair housing issues in Town and that Nancy Tavernier was no longer living in Acton.

Ms. Kolb updated the Board on the Community Preservation Committee and suggested the Board should discuss what to apply for in the next funding round.

The Board discussed the next meeting and decided to hold it on Thursday, August 19, 2021.

IV. The Board reviewed the June voucher. Ms. Baran made a motion, which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Approve the June voucher as presented.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

The motion was unanimously approved.

V. Ms. Kolb asked if there were any public comments and hearing none Mr. Whittlesey asked for a motion to adjourn. Ms. Baran made a motion, which was seconded by Mr. Berry and unanimously voted in the affirmative to:

Adjourn the meeting at 5:03 pm.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

The motion was unanimously approved.

Respectfully submitted,
Kelley A. Cronin
Kelley A. Cronin
Executive Director

Documents and Exhibits Used During the **July 26th** meeting:

Minutes of the June 29, and January 14, 2021, meetings, Memo from Fee Accountant and Budget Revision and Certification, Work Order for Creative Place Making Project, Project Eligibility Letter and Appraisal for Main Street, Letter inviting voucher holders to attend information session about Board and

Advisory Committee, Senior Playground Information from COA Member, Tenant Notice of Intent, June voucher